

## RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

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meeting date: 18 JANUARY 2023  
title: PROPOSED CHANGES TO ANNUAL LEAVE  
submitted by: HEAD OF HUMAN RESOURCES  
principal author: DIRECTOR OF RESOURCES

### 1 PURPOSE

- 1.1 Approval requested to update the Council's annual leave provision in line with the Local Government Services Pay Agreement 2022/23

### 2 BACKGROUND

- 2.1 In November 2022, the National Joint Council (NJC) for Local Government services (Green Book) notified us of the settled pay agreement for 2022/23. This included changes to annual leave entitlement with effect from 1 April 2023.

#### **Annual Leave**

The NJC has agreed that from **1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

The National Agreement Part 2 Para 7.2 will, with effect from **1 April 2023**, be amended to read as follows:

#### **7.2 Annual Leave**

*With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of continuous service. The*

*entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.*

- 7.3** *The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.*

### 3 LOCAL AGREEMENT

3.1 On 27 October 2021, following a review of the Council’s pay line and conditions of service, Personnel Committee agreed the following changes to annual leave with effect from 1 October 2021:

- the basic annual leave entitlement of 22 days be increased by 5 days for employees with five years or more Local Government service
- in addition, it was also agreed a further 1 day annual leave entitlement after 5 years’ service with Ribble Valley Borough Council and a further 1 day annual leave after 10 years’ service with Ribble Valley Borough Council

3.2 The following table indicates the current position in line with Local Government provisions **and the local agreement made** by Personnel Committee in October 2021.

Governing body	On appointment	with 5 or more years local government service	with 5 or more years local government service & 1 extra day if worked for RVBC for 5 years	with 5 or more years local government service & 1 extra day if worked for RVBC for 10 years
NJC	22	25	N/A	N/A
RVBC	22	27	28	29

3.3 The pay agreement for Chief officers and Chief Executives for 2022/23 does not include the extra days leave as allowances paid to Chief Officers are outside of the pay agreement and determined locally by NJC.

### 4 FOR DECISION

4.1 As stated above the NJC leave change comes into effect from 1 April 2023. The minimum paid annual leave entitlement will be 23 days with a further 3 days after 5 years of continuous service.

4.2 The NJC have made it clear that their full expectation is that the additional day’s leave be applied for all NJC staff **regardless of existing local arrangements**.

4.3 If members agree to the further 1 day of annual leave in addition to the previously agreed local arrangement, then the annual leave entitlement with effect from 1 April 2023 will be as shown in the table below

Governing Body	On appointment	with 5 or more years local government service	with 5 or more years local government service & 1 extra day if worked for RVBC for 5 years	with 5 or more years local government service & 1 extra day if worked for RVBC for 10 years
NJC	23	26	N/A	N/A
RVBC	23	28	29	30

5 RISK ASSESSMENT

- 5.1 Whilst we provide annual leave above NJC provisions, these types of enhancements are not exclusive to RVBC. Many local authorities improve their entitlement by local agreement.

6 RECOMMENDED THAT COMMITTEE

- 6.1 Approve the additional 1 day annual leave for all NJC staff with effect from 1 April 2023 as announced in the Local Government Services Pay Agreement for 2022/23

HEAD OF HUMAN RESOURCES

DIRECTOR OF RESOURCES

P2-23/DES/AC  
5 January 2023

BACKGROUND PAPERS

Personnel Committee minutes from 27 October 2021

For further information please ask for Dawn Evans-Storey, extension 4402